



## Special Event Permits FAQ's

### What is a Special Event?

A Special Event is a planned temporary activity (festival, footrace, walk, etc.), open to the general public, that takes place in the public right of way (street, alley or sidewalk) or in a City owned park.

### What is a Private Event?

A Private Event is not open to the general public. Examples are pavilion rentals, picnics and weddings. Private events may not be held in the right-of-way. They may be held in Parks.

### What is a Block Party?

- A block party can only be held on a residential street.
- It is not open to the general public.
- There is no sale of food, beverages or alcohol.
- There is a maximum of 200 people
- It must end by 9:00PM.
- The applicant must be a resident of the block in which the party is held.
- Photo ID must be submitted with application.

### Is there a cost for a permit?

- Yes. Costs are listed on the application.
- The fee is non refundable.
- There is an additional fee for use of City parks. The fee varies by park. You may find the park fee schedule here [\(Link\)](#)
- The City can also provide equipment and services for events, i.e. tents, stages, generators and bike racks. There are fees for these items. See application for City Services and Equipment. [\(Link\)](#)
- There may also be a cost for traffic and crowd control. This will be determined after the application is reviewed.

- All Park permit fees must be paid in full prior to issuance of a permit.
- Non profits with the proper documentation (501 c (3), (4)) may be eligible for a 50% discount on some fees and services
- If there is a balance from a previous event, the application will not be accepted until that balance is paid.

### **Where do I apply?**

- For Festivals, applications are accepted at two locations:

The Department of General Services,  
Permit Office at 200 Holliday St, Lobby,  
Baltimore, MD 21202

or

The Department of Recreation and Parks,  
Permit Office at 3001 East Drive, Druid Hill Park,  
Baltimore, MD 21217

- For Block Parties, bring your application to Holliday Street
- For Park Pavilions and Park Picnics, bring your application to Druid Hill Park

### **Will I need any permits from other agencies?**

- If you are selling food at your event you will need a temporary food permit from the Health Department. Please call 410-396-4544.
- If you are having beer, wine or liquor at your event, please contact the Liquor License Commissioner's office at 410-396-4377.
- If you have one or more tents 400 sq. ft. or larger, the Fire Department will inspect for safety and egress. This is one time inspection fee and not a per-tent fee. See the Special Event permit application for other fire regulations and information.

### **How soon do I need to apply?**

- Applications must be submitted at least 8 – 10 weeks prior to the event but may be submitted earlier.
- We do not accept faxed applications. They must be brought to one of the offices.

### **Are applications available online?**

- Yes, please follow these links;

<http://www.baltimorecity.gov/Residents/CitizenServices/Permits/SpecialEventsPermitting.aspx>

<http://www.baltimorecity.gov/Government/AgenciesDepartments/RecreationandParks/Permits/ParkUsePermits.aspx>

- Although applications can be filled out online, they must be submitted in person or by mail with the appropriate application fee.

### **Will I need to attend a logistics meeting prior to the event?**

- The Department of General Services holds Interagency Event Coordination (ICE) meetings to discuss and help coordinate events. ICE meetings are typically for first time and large events, however, any applicant may request a meeting. Contact [arinze.ifekauche@baltimorecity.gov](mailto:arinze.ifekauche@baltimorecity.gov) or call 410.396.1916 to set up a meeting. Additionally, Recreation and Parks may hold on-site meetings prior to your event.

### **Is there a number to call if I have any more questions?**

- For questions about permits for Special Events held in the public Right-of-Way call 410-396-1916. For events held in City parks please call 410-396-7070 or email [parkpermits@baltimorecity.gov](mailto:parkpermits@baltimorecity.gov)